

# Working with E-mail Notifications: Attorney Filings

You received an e-mail notification from the court, notifying you of an attorney filing. See the information below:

<p>***NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.</p> <p style="text-align: center;">U.S. District Court District of Minnesota [TEST Database]</p> <p>Notice of Electronic Filing</p> <p>The following transaction was received from Wegner, Kristine entered on 1/27/2004 at 2:45 PM CST and filed on 1/27/2004</p> <p>Case Name:       Wegner v. Osterberg Case Number:    <a href="#">2:03-cv-1</a> Filer:            Wendy Osterberg Document Number: 3</p> <p>Docket Text: MEMORANDUM in Support re [2] MOTION for Extension of Time to File Answer filed by Wendy Osterberg. (kw)</p> <p>The following document(s) are associated with this transaction:</p> <p>2:03-cv-1 Notice will be electronically mailed to:</p> <p>attorney1   Kristine_Wegner@mn.uscourts.gov</p>
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The link to the case number will appear with an active hyperlink. Click on the link if you wish to view the on-line docket sheet. You will be charged for this activity. Skip if you do not wish to view the information for a fee.

The document number for attorney-generated documents **will not** appear as an active hyperlink. The U.S. District Court is not scanning or posting electronic versions of the attorney generated documents. These notices are for informational purposes only. You will continue to be served by the other parties in paper until the court goes live with ECF in May.

# Working with E-mail Notifications: Court Filings

**You received an e-mail notification from the court, notifying you of a court filing.  
See the information below:**

<p>***NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.</p> <p>U.S. District Court District of Minnesota</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered on 2/18/2004 at 1:51 PM CST and filed on 2/18/2004</p> <p>Case Name: Portamart USA v. Johnson</p> <p>Case Number: <a href="#">03-cv-2</a></p> <p>Filer:</p> <p>Document Number: <a href="#">4</a></p> <p>Docket Text: ORDER granting [3] Motion for Sanctions . Signed by Judge Donovan W Frank. (admin, )</p> <p>The following document(s) are associated with this transaction:</p> <p>Document description: Main Document Original filename: n/a Electronic document Stream:</p>
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The link to the case number will appear with an active hyperlink. Click on the link if you wish to view the on-line docket sheet. You will be charged for this activity. Skip if you do not wish to view the information for a fee.

If you click on the link and the document is in a criminal case, you will be able to view the document **after** you type the ECF login/password. (This extra step verifies you are an attorney of record on the case.) From the viewer window you can print or save the file. One of the back-up e-mail addresses set up in the system will also be able to view the document for free. Once the two free looks of the document have been accessed by e-mail (the links expire after 30 days), if the link is accessed additional times, the PACER login will appear and you will be charged \$.07 a page with a \$2.10 cap per document. If the case is a civil case, you will be brought right into the document window where you can print or save the file. The free peek issue still remains with the attorney of record, plus one back-up e-mail address (which ever is quicker to view the document) will also receive a free peek at the document.

**If you have problems please viewing the documents please call the PACER Center helpdesk at (800) 676-6856.**

# **What are Differences Between the Case Number Link and the Document Link?**

The link to the case number will always appear as an active hyperlink. Click on the link if you wish to view the on-line docket sheet. You will be prompted to login into the Electronic Case Filing program if the case is a criminal or social security case. If this appears, use the ECF login/password provided to attorneys by mail in February 2004. The docket sheet window appears asking if you wish to view the entire docket sheet or if you wish to filter the information that appears. Leave the information blank and the entire docket sheet appears. Click on the Run button to view the docket sheet.

The PACER login screen appears, as viewing the docket sheet is a feature that is not free to attorneys. Viewing this information will cost the viewer \$.07 a page with a \$2.10 cap per document. You will not be able to view attached PDF links in a criminal case, unless you are an attorney of record on that case. If you are not, you are only able view the docket sheet. PDF documents should appear in civil cases for documents that were generated by the court as of February 17, 2004.

## **What does free peek really mean?**

The free peek rule for viewing e-mail notices refers to the number of people that can view the document for free after it has been posted into the Court's Electronic Filing System. The attorney of record can always get one free look at the document. After looking at the document on-line, they may print or download the document for free. After they close the document they have given now used up their one and only free look at the document. The next time they wish to view the document they will do so from PACER (Public Access to Court Electronic Records).

This same rule applies for one of the back-up e-mails. The court allows each attorney to enter two back-up e-mail addresses. Whichever e-mail address opens the hyperlink in second copy of the e-mail, receives one free look as well.